



Basic Skills Initiative Committee
September 18, 2008 Minutes

MEETING TYPE:	<input checked="" type="checkbox"/>	Staff	Starting Time:	2:00 p.m.
	<input type="checkbox"/>	Product/Project	Ending Time:	3:30 p.m.
	<input type="checkbox"/>	Special	Place:	SU-18

Co CHAIRS: Fergal O’Doherty and Gary Sosa

ATTENDANCE: Cynthia Anfinson, Ruth Barnaba, Lee Chen, Marty Furch, Tim Hernandez, Martin Japtok, Stan Levy, Steve McDonald, Linda Morrow, Bruce Orton, Mollie Smith

ABSENT: Michelle Barton, Berta Cuaron, Theresa Hogan-Egkan, Lynda Halttunen, Sue Norton

RECORDER: Joan Decker

Fergal O’Doherty and Gary Sosa called the meeting to order at 2:00 p.m. New members were introduced. Minutes were approved for the May 15, 2008 meeting, MSC, Furch, Japtok.

Co-Coordinator: Fergal and Gary thanked Steve for meeting with them several times over the summer to mentor and explain the background and responsibilities of their basic skills positions. Fergal attended an international freshmen/1st year experience conference in Ireland during the summer. Representatives from twenty-six countries discussed similar problems with students lacking basic skills and soft skills. Their discussions and research support faculty/student mentoring/tutoring and evidenced that increased faculty contact increases student retention. They also visited the Escondido Center and the coordinator, Theo Brockett, several times to learn about the building’s limitations and potential. They became familiar with the “Poppy-copy” containing a literature review of best practices. They toured the CSUSM Math Lab. Its director, Maureen Dupont, is also an adjunct faculty at Palomar. She shared some great ideas including organizing their tutor certifications. Tutors for all areas are under one term, CLASS, which is certified under the CRLA. This singular certification gives recognition to tutors on the campus who receive the training. They along with Steve McDonald toured the Riverside Community College Writing and Reading Center. They became familiar with the Title V HSI project goals and have met with other Palomar faculty and tutoring center coordinators. Steve has emailed instructors asking them to meet with the BSI Co-Coordinator to share their ideas for the TLC’s.

Membership Changes: Jose Fernandez had to resign from the committee and has been replaced by Theresa Hogan-Egkan. Steve moved that the BSI Committee direct Marty Furch to present to the Learning Outcomes Council the recommendation that the Tutoring Center Coordinator and the Director of Institutional Research and Planning be placed as members on the BSI Committee. The committee voted separately and unanimously in agreement on these motions. Marty Furch, LOC Co-Chair, will take these recommendations to LOC to recommend for action.

LOC Report: Marty reported that one of her jobs as representing LOC on the Basic Skills Committee is to take Basic Skills Committee actions to the weekly Faculty Senate meetings. She noted that the BSI Committee is a committee of the Learning Outcomes Council because student learning outcomes and basic skills goals are similar in improving retention and persistence and that LOC is working with the Service Learning project to help with these goals.

Status of BSI Funding and HSI Title V Grant: Steve reminded the committee that we need to encumber \$900,000 BSI funds and \$500,000 HSI funds in 2009. Discussions followed on issues such as spending more than originally planned on the Escondido Center; hiring a consultant for design help or working with Kelly Hudson Maclsaac to refine the project since it's important that the project design is college and faculty driven; moving ahead with defining a location for the TLC at the San Marcos campus and developing this plan with architects; and concerns with responsibly spending the funds. Fergal will ask Riverside Community College, Pasadena City College, and Grossmont College for background on how they developed their cost estimates. Gary will email the website for Jim Jordstad, a Learning Center specialist at Madison University. Gary and Fergal will attend the Learning Center facilities conference in Memphis on October 1-3 and will report on ideas they gather there. The naming of the centers was discussed. TLC will be used to identify them for now, but Fergal suggested we need a better name that students can identify as student-centered. He suggested that perhaps we need to have a naming competition. Steve explained that the project goals for BSI and HSI are identical and made a motion that the BSI Committee direct Marty Furch to request the LOC to endorse our committee as both the "Basic Skills Committee and the "HSI Steering Committee." The committee voted unanimously on this motion. Marty Furch will take this endorsement to LOC to recommend for action.

Meeting with Architects and Escondido TLC: On September 16, a BSI subgroup met with Architects representing GKK Works, Kris Kay and Matt Greiner. Minutes from the meeting were shared and approved by the BSI Committee with correction noted, MSC McDonald, Chen. We will meet with the architects, Kelly Hudson Maclsaac, Jose Vargas, and Theo Brockett, weekly probably through October (Tuesday, 1-3pm hopefully in Facilities Conference Room). Architects will bring plans to next meeting.

New Action Plans for 08-09: These are due October 15 in the Chancellor's Office. Fergal, Gary and Steve will meet to review the long-term plans and incorporate both the separate and overlapping plans included in the HSI project plan to draft the new action plans for 08-09. They will send a revised draft to the committee before a special meeting on October 9, 2-3:30 (meeting place yet to be determined). Gary and Fergal will also include plans for funding travel for faculty to attend professional training and conferences.

The meeting adjourned at 3:30 pm.

Next Regular Meeting: Thursday, October 16, 2008 2:00-3:30 pm in SU-18

Special Meeting to Review Action Plans: Thursday, October 9, 2:00-3:30, SU-18